

For information on becoming a Social & Human Services Assistant, see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

[151 Pleasant St., PO Box 159, 03570-0159](#)

Claremont (543-3111)

[404 Washington St., PO Box 180, 03743-0180](#)

Concord (228-4100)

[10 West St., PO Box 1140, 03302 - 1140](#)

Conway (447-5924)

[518 White Mountain Highway, 03818-4205](#)

Keene (352-1904)

[109 Key Rd., 03431-3926](#)

Laconia (524-3960)

[426 Union Ave., PO Box 760, 03246-2894](#)

Lebanon (448-6340)

[85 Mechanic St., Ste.4, 03766-1506](#)

Littleton (444-2971)

[646 Union St., Ste.100, 03561-5314](#)

Manchester (627-7841)

[300 Hanover St., 03104-4957](#)

Nashua (882-5177)

[6 Townsend St., 03060-3285](#)

Portsmouth (436-3702)

[2000 Lafayette Rd., 03801-5673](#)

Salem (893-9185)

[29 South Broadway, 03029-3026](#)

Somersworth (742-3600)

[243 Rt.108, 03878-1512](#)

NHCRN
New Hampshire Career Resource Network
Employment SECURITY Rick Ricker (603) 229-4489
www.nhes.state.nh.us/elmi/nhcrn/index.htm

**SO, You want
to be a...**

*Projected to be among the
fastest growing occupations.
(NH Employment Projections, 2002-2012)*

Human Services
**Social & Human
Services Assistant**



New Hampshire

**Here are
a few things
you should know.**

You'll want to know a few things about this career.

Avg Hrly Wage:

\$ 9.94

Expected

Growth Rate*:

56%

Avg Annual

Openings:

180

Training/Educ Needed:

Moderate On-the-Job training
While a bachelor's degree usually is not required, employers increasingly seek individuals with relevant experience or education beyond high school. To see what programs may be available, go to www.nhes.state.nh.us, (NHetwork).

Basic Skills:

Reading, listening, writing, speaking.

Job Skills:

Speaking, social perceptiveness, active listening, service orientation, learning strategies, writing, monitoring, coordination, reading comprehension, judgement & decision making, active learning.

www.onetcenter.org

SO, You want to be a...



Social & Human Services Assistant

Projected to be among the fastest growing occupations. (NH Employment Projections, 2002-2012)

TASKS (Partial List)

1. Visits individuals in homes or attends group meetings to provide information on agency services, requirements and procedures. Advises clients regarding food stamps, child care, food, money management, sanitation, and housekeeping.
2. Interviews individuals and family members to compile information on social, educational, criminal, institutional, or drug history. Provides information on and refers individuals to public or private agencies and community services for assistance.
3. Assists clients with preparation of forms, such as tax or rent forms. Assists in locating housing for displaced individuals. Assists in planning of food budget, utilizing charts and sample budgets. Monitors free, supplementary meal program to ensure cleanliness of facility and that eligibility guidelines are met for persons receiving meals.
4. Meets with youth groups to acquaint them with consequences of delinquent acts.
5. Observes clients' food selections and recommends alternate economical and nutritional food choices.
6. Observes and discusses meal preparation and suggests alternate methods of food preparation. Consults with supervisor concerning programs for individual families.
7. Transports and accompanies clients to shopping area and to appointments, using automobile.
8. Demonstrates use and care of equipment for tenant use.
9. Informs tenants of facilities, such as laundries and playgrounds.
10. Cares for children in client's home during client's appointments.

www.onetcenter.org

Interests

(Holland Code):

SEA

(Social, Conventional, Artistic)

Interest Area:

Human Services

Working Condi-

tions: Generally work indoors.

(Can also work outdoors when visiting with clients. May sometimes work with unpleasant or upset individuals.)

Avg Work Week:

40hrs (Can also work evenings and weekends to meet with clients.)

Sources of additional

info: NH Employment Security (Contact office nearest you or go online to

www.nhes.state.nh.us).

National Association for Human Service Education,
University of Rhode Island,
Quinn 107-URI, Kingston, RI 02881
(www.nohse.com).

Council for Standards in Human Services Education,
Northern Essex Community College,
100 Elliot Way, Haverhill, MA 01830
(www.cshse.com).

NHCRN
New Hampshire Career Resource Network
Employment SECURITY Rick Ricker (603) 229-4489 ELM4B
www.nhes.state.nh.us/elmi/nhcrn/index.htm